

## ETEXT ATTACHMENT

04/02/2003 17 : 27

March 27, 2003

Identification Number: C00135368

Reference: 0

FEC letter dated 3/12/2002 in response to Year-end Report (11/26/02-12/31/02)

Dear Ms. Parks:

This letter pertains to your request that a response or an amendment be made to the report mentioned above. Your letter states that all contributions from individuals/persons that aggregate greater than \$200 should be itemized. The reports disclose all contributions that aggregate over \$200 for an individual/persons.

In your letter you also noted that there were several disbursements recorded after the General election. Expenditures are reported to the FEC when the check is issued which results in some disbursements being reported after the General election date. These expenditures primarily reflect expenses paid by Club staff that were not be submitted for reimbursement until after the relevant election date. As a result some checks related to in-kind contributions are not issued or reported until after the election date. This practice has been used for a number of years and was approved by our report analyst.

Schedule B supporting line 23 of the year-end report discloses contributions to candidates with a Sierra Club employee or vendor as the payee. These transactions have "contribution" as a description as a result of an administrative error. The correct description of "expenses" is reflected in the amended year end report filed on the date of this memo. As explained previously the description of expenses relates to expense report reimbursements submitted by staff who incurred expenses while working on a campaign. As noted above, these expenses are reported when the expense report is submitted and paid. This practice has also been used for a number of years and was approved by our report analyst.

Please contact Jane Kraft at 415-977-5658 with any additional questions.

Sincerely,

Margaret Conway  
Sierra Club Political Committee